



Social Media Management Assistant

About Us

The [Bring Hope Humanitarian Foundation](http://bringhopefoundation.org) (BHHF) is an NGO that doubles as a budding movement that focuses on the ideas of restoring hope, harmony, and dignity in those that have been dealing with conflict situations. It focuses on bettering the wellness, health and education of refugees, Internally Displaced People (IDP) and the most vulnerable populations all over the world.

We are proud to have reached over 2.2m people through our aid donations since beginning our operations in 2015, delivering over 138m USD of humanitarian and medical aid items to communities, among others, in Iraqi-Kurdistan, Sierra Leone, Lesotho, Kenya, Nigeria, Republic of Congo, Guinea, Pakistan, Lebanon, Bangladesh and Yemen.

This branch of Bring Hope Humanitarian Foundation is based in International Humanitarian City, Dubai, while our headquarters is in Sweden and core operations are in Iraqi-Kurdistan.

Visit bringhopefoundation.org to find out more, or visit our [LinkedIn](#) page.

The Opportunity

BHHF is looking for passionate and driven humanitarians to join our internship and volunteer program, to learn about the functions of an International NGO here in Dubai. Bring Hope is an inclusive and diverse organisation, and has a keen focus on the growth and development of its employees and volunteers. We believe strongly in the power, capability and creativity of today's up and coming humanitarians!

Responsibilities

The Social Media Management assistant will be responsible for assisting the Communications Coordinator in their duties. They will be responsible for creating and reviewing content, as well as aiding in the planning of content creation. Performs administrative and finance tasks on the need basis

- Assisting in the creation of social media posts
- Reviewing and proof-reading content written by others
- Creating new ideas and innovations for content creation
- Assisting in planning and scheduling content
- (optional) Creating visuals for posts
- (optional) Covering events and conferences attended by the organisation

Qualifications

- Either; Holding or currently undergoing a relevant degree OR experience in social media management and content creation
- Excellent English writing skills
- Knowledge of Google Docs, Sheets, as well as content creation on LinkedIn, Instagram, Facebook and Canva.
- (Preferred but not required) Ability to create visuals for marketing materials via Adobe Illustrator or other similar softwares.
- Able to work independently and as part of a team
- Eager to learn
- Passionate/interested in humanitarian work
- Well-organised
- Driven

Why join us?

Our internship/volunteering experience will provide you with a unique and insightful experience into the functions of an International NGO. Your learning and growth will be a key focus of ours, and we will challenge and push you to learn and grow.

Application Process

Please send your CV and a short cover letter to info.uae@bringhopefoundation.org.

Applications will be reviewed, and selected candidates will be interviewed.

Upon successful selection after the interview process, applicants will be invited to join our internship program.